

DOCUMENT CHANGE FORM (DCF)

⑦ DCF #: DCF - 003DCF Originator: Daniel B Branch DBB 11/16/99
Print Sign DateOrganization: Kaiser-Hill Nuclear OperationsPhone/Pager/Location: X 3602 ; BLDG 111② Responsible Manager: Daniel B. Branch DBB 11/16/99
Print Sign DateOrganization: Kaiser-Hill Nuclear OperationsPhone/Pager/Location: X 3602 ; BLDG 111③ Assigned SME: Daniel B. Branch DBB 11/16/99
Print Sign DatePhone/Pager/Location: X 3602 ; BLDG 111⑧ Prescreen/SES/USQD Number: 11/30/99 DBB Attached
Not RequiredIndependent Safety Review: SRC 99-019 11/30/99
R Walker④ Site Conduct & Operations Manual
Document TitleMAN - 066 - COOP Rev 0

Existing Document Number and Revision

DCF - 003

New Document Number and Revision (if Applicable)

⑤

Type of Document

- ☐ Policy ☐ Directive ☒ Manual ☐ Technical Standard
☐ Procedure ☐ Instruction ☐ Job Aid ☐ Other _____

⑥

Type of Modification

- ☐ New ☐ Change
☐ One Time Use Only ☐ Editorial
☐ Revision ☒ Intent
☐ Cancellation ☐ Non-Intent

⑨

Effective Date: 12/17/99Expiration Date: N/A

(11)

(12)

(13)

Item	Page	Step	Proposed Modification
1	33	Line 19, 20	added requirement for PEB Evolution Supervisor to also discuss impact of work on the Authorization Basis with the FM
2	130	9	Reflects this in the Appendix 4, Pre-evolution Briefing Record.
⑩	2		⑭ Update LOEP

Item	Justification
Item 1	strengthens the planning of work, and the PEB by having the Evolution supervisor also discuss the impact of the planned work on the AB. Resulted from PATS PLAN 1999-001820 Task 5 to revise manual for PEB requirements for working on LS/DW System

Reviewing Organization	Name of Reviewer	Date	Reviewing Organization	Name of Reviewer	Date
SSSO & I	Barbara Swense	11/11/99	WLLC	Kent Foster	11/19/99
Nuclear Ops	D. B. Branch	NA	HR + C	Bob Warther	11/30/99
General Counsel	Don McCart	11/22/99	SSOC	Steve Brescher	11/22/99
EES & Q	Wayne Meyers	11/21/99	CPI	Kevin Daniels	11/14/99
RmRS	Dan Coyne	11/21/99	Em & O	John Hill	11/17/99
RFCSS	Miller Collins	11/30/99			

Approval Authority:

Daniel B. Branch, KH Nuclear Operations

Print

Sign

Date

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LIST OF EFFECTIVE PAGES

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3	09/15/99	81-93	09/15/98
4	08/25/99	94	08/18/98
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73	08/18/99		

The following changes are active for this document:

DCF-001	08/18/99
DCF-002	08/25/99
DCF-003	12/17/99

- LCO surveillances conducted monthly or less frequently
- recovery actions/reentry actions when recovering from an upset condition
- other items as required by the facility Authorization Basis
- other items for which a PEB is scheduled on the POD

For regularly occurring operations (e.g., nearly daily) which have become routine (Caustic Waste Treatment, Salt Stabilization, Dry Repack, etc.), the FM may elect to do one comprehensive PEB at the start of the week and then do shortened PEBs the remainder of the week. The shortened PEBs would concentrate on hazards, controls, and recent problems or issues. Documentation requirements are the same, except only Parts A, B, C, 6, 8, 9, 17, 23, 26, 28, 29, 34, and 35 of Appendix 4 need to be covered.

The SM or other designated manager **Should** attend PEBs for complex evolutions. This **Should** be decided at the POD meetings. The Evolution Supervisor conducts the PEB.

(2) Preparation for the PEB

The Evolution Supervisor prepares for the PEB as follows:

- takes action as necessary to elicit information from subject matter experts (SMEs) and workers to obtain the benefit of the Enhanced Work Planning process which planned the evolution, and reviews lessons learned for similar work
- schedules the PEB on the POD, and coordinates with the SM to identify and evaluate the impact of the activity on the Authorization Basis, on other activities in the facility ongoing concurrently, and to evaluate ongoing activity impact on the planned evolution

001

DCF-001

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- identifies resource support needed for the evolution (RCT, NMC, security, etc.), and identifies the number of trainees to be involved
- verifies that procedures to be used for the activity are current
- conducts a walkdown prior to the evolution if not previously accomplished through dry-runs and evolution training
- conducts the PEB as close as practicable to the start of the evolution, notifying participants of the PEB and evolution start time in advance
- if practical, conducts the PEB at or near the actual evolution site
- ensures that RWPs and other work permits will be in place, and that 4-B19-NSM 03.12, Nuclear Material Safety Limits and Criticality Safety Operating Limits Validation, if required, is scheduled and that the results will be reported to the Evolution Supervisor prior to activity start
- ensures that appropriate personnel involved in the evolution have their copy of procedures prior to the PEB
- ensures that all personnel performing the evolution, personnel who may be affected by the evolution, and all trainees involved attend the PEB. This is especially important when multiple disciplines or companies are involved. The Evolution Supervisor may brief selected individuals separately if necessary
- uses Appendix 5, Hazardous Material Release Prevention/Preparedness Checklist, if applicable, in order to:

APPENDIX 4

Pre-Evolution Briefing Record

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Evolution Description: _____

Evolution Supervisor: _____

A. Date/Time of PEB: _____

B. Applicable Procedure Number/Work Package Number: _____

C. Personnel Attending: *(Filled-in here, or attach an attendance roster):*

NAME	EMPLOYEE #	COMPANY

NAME	EMPLOYEE #	COMPANY

Briefing Check-Off List:

INITIALS

1. The evolution is scheduled on the POD. _____
2. The trainee to operator ratio of trainees is authorized by the FM. _____
3. Evolution Supervisor has conducted a walkdown for new or complex evolutions if not previously dry-run. _____
4. Participants have the procedures, work package, or other documents needed. _____

APPENDIX 4

Pre-Evolution Briefing Record

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5. The necessary documents are available for use at the PEB and are current (*i.e., CSOL/NMSL, MSDS, RWP, procedures, hazards analyses, criticality safety analyses, etc.*) _____
6. Evolution Supervisor briefed changes to procedures which have occurred since the activity was last conducted. _____
7. Necessary personnel are in attendance. Trainee limitations on operating equipment/taking rounds/making log entries discussed. _____
8. The scope of the evolution to be performed including LO/TO requirements and responsibilities of each individual were identified and discussed. Procedure covered in sufficient detail to ensure participants understand the evolution, and their role. If multiple work groups are involved with interfacing activities, specific work scopes, interfacing procedures, and coordination of the groups discussed. _____
9. The current facility conditions, impacts of other evolutions, and impacts of this evolution on ongoing work and the A. B. discussed with SM. _____
10. The precautions, limitations, initial conditions, and prerequisites were reviewed. _____
11. Adequate communications are available, are operable, and periodic operability checks are discussed. _____
12. The required tools and equipment are available. _____
13. Portable instruments are calibrated (*if required*). _____
14. Personnel taking, receiving, or transmitting data are familiar with the data requirements. _____
15. Expected instrument readings discussed (*if applicable*). _____
16. Appropriate log sheets, material transfer, and data recording forms are available. _____
17. Discuss expected IDCs, and action to take if other IDCs are encountered. Radiological hold points discussed. _____

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DCF-003

DCF-001